



## Registration process & Refund Policy

### **Registration Priority, *all programs***

Program spots are offered in the following order:

- Registrant is in good financial standing with WESE, and has no past fees in arrears.
- Discretion of teacher
- Siblings currently participating in program
- Participation in other programs at WISE.
- First come, first served

### **Registration Process and Refund policy**

#### **Parent-tot & Homeschooling Registration process**

-Spots are held for two weeks, while applicant submits completed application and fees. (In some cases, a courtesy call will be made a day before this period expires, to let applicant know they must submit full application by next day.)

#### **Parent-child & Homeschooling Refund policy**

- WESE membership is non-refundable.
- 25% of Parent-Child and Home-schooling program fee is non-refundable.
- 75% of Parent-Child and Home-schooling program fee is refundable if registrant withdraws prior to the second class. If registrant withdraws after the second, there will be no refund or credit.

#### **Wongergarten Nursery Registration process**

-Spots are held for two weeks, while applicant submits completed application and fees. (In some cases, a courtesy call will be made a day before this period expires, to let applicant know they must submit full application by next day.)

#### **Wongergarten Nursery Refund policy**

- WESE membership fee is non-refundable.
- Nursery enrolment fee is non-refundable, under any circumstances.
- If registrant withdraws from Nursery program, the tuition fees for program are refundable from the month following the month of withdrawals (ie, if registrant withdraws in February, fees for March, April, May and June will be refunded.)

#### **WISE Registration Process**

- Spots are held for two weeks, while applicant submits completed application and all fees. (In some cases, a courtesy call will be made a day before this period expires, to let applicant know they must submit full application by next day.)
- WESE membership and post-dated cheques will not be cashed until application has been accepted.

**Acceptance Interview-** Once full registration has been submitted, registrant will be contacted to arrange an interview. Following interview, application will either be accepted or declined. In the event an applicant is declined, WESE membership and post-dated cheques will be returned or destroyed. Processing fee is non-refundable.

**Refund Policy:** WESE membership and processing fees are non-refundable, as are past donation cheques. Post-dated donation cheques may be returned upon request.